



State of Utah

Division of Facilities Construction & Management

Department of Administrative Services
3120 State Office Building Salt Lake City, Utah 84114
Phone: 801-538-3018 Fax: 801-538-3844

DFCM Inspection Request Policy

1. Construction or work shall be subject to inspection by the Building Official or his representative. Such work shall remain accessible and exposed for inspection purposes until the work is approved.
2. The following inspections are required and it is the responsibility of the general contractor to schedule in advance:

BUILDING CODE

- Footing and foundation inspection to be made after the reinforcing steel and the forms are in place.
- Concrete slab and under-floor inspection to be made after any required reinforcement, building service equipment, piping (Including sprinkler main), conduits and other ancillary equipment items are in place.
- Lowest floor elevation inspection when the building is located in a flood hazard area. The elevation certification required in IBC Section 1612.5 shall be submitted to the building official.
- Frame inspection to take place after the roof deck or sheathing, all framing, fire blocking and bracing are in place and plumbing, mechanical, and electrical systems are in place and have been approved. Partial framing inspections are acceptable in large projects.
- Lathe and gypsum board inspection for fire resistive assemblies or shear assembly are to take place after lathing and gypsum board, interior and exterior, is in place, but before plastering is applied or gypsum board joints and fasteners are taped and finished.
- Fire resistant penetrations. Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and approved.
- Energy efficiency inspection.
- Other inspections including stucco, roofing, brick veneer, masonry etc.
- Final inspection.

PLUMBING

- Underground inspections shall be made after trenches or ditches are excavated and bedded, piping installed, and before any backfill is put in place.
- Rough-in inspection shall be made after the roof, framing, fireblocking, firestopping, draftstopping and bracing is in place and all sanitary, storm, and water distribution piping is roughed-in, and prior to the installation of wall or ceiling membranes.

- Final inspection shall be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

MECHANICAL

- Underground inspection shall be made after trenches or ditches are excavated and bedded, piping installed, and before backfill is put in place. When excavated soil contains rocks, broken concrete, frozen chunks or other rubble that would damage or break the piping or cause corrosive action, clean backfill shall be on the job site.
- Rough-in inspection shall be made after the roof, framing, fireblocking and bracing are in place and all ducting and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes.
- Final inspection shall be made upon completion of the mechanical system.

ELECTRICAL

- Underground inspection shall be made after trenches or ditches are excavated and bedded, piping and conductors installed, and before backfill is put in place.
 - Rough-in inspection shall be made after roof, framing, fireblocking and bracing are in place and all wiring and other components to be concealed are complete, and prior to the installation of wall or ceiling membranes.
 - Final inspection after all electrical work is complete.
3. Inspections shall be scheduled with the building inspection consultants 48 hours prior to the inspection. In most cases however, inspections can be provided with 24 hours notice. The contractor is responsible for the coordination of called inspection for himself and the subcontractors. A reasonable effort must be made to comply with the required inspections and at the same time limit the number of calls. The State contracts with inspection agencies that utilize four way inspectors. It would be reasonable for the general to coordinate with the subs when calling for an inspection so that a concrete inspection is not scheduled for 11:00, a plumbing inspection for 2:30 and an electrical inspection for 4:30.
 4. Inspections requested after 3pm will not be scheduled for inspection the next day.
 5. Inspection requests-except concrete placement and final-will be scheduled for AM or PM. Exact times may be requested but cannot be guaranteed.
 6. Request for final inspection shall be scheduled a minimum of 5 days in advance. It is the responsibility of the contractor to coordinate the inspection with the building inspection consultant, DFCM Building official, and fire marshal etc.

7. Inspection requests for special inspection and testing are to be made through the building inspection consultants. Requests for special inspection and testing need to include the type of inspection or test, the amount of concrete to be placed, and the approximate duration of the concrete placement or testing needed.
8. When requesting a concrete or masonry grout inspection please provide the exact time of the pour. Concrete forms must be in place with **ALL** reinforcement, electrical, plumbing, mechanical and structural equipment installed and fastened in place a minimum of two (2) hours prior to the scheduled pour.
9. When more than one re-inspection is required, or where work is not complete and ready for inspection, the contractor will be charged the expense associated with that inspection.
10. The contractor shall keep an inspection request log on site. The log shall include code inspections, materials tests, and special inspections. The log shall include the following information: the date that the inspection was requested; the date the inspection will occur; the person requesting the inspection and the type of inspection requested.
11. A final inspection and approval to occupy is required from the code inspector and the fire Marshall before a remodel space is occupied. New buildings, additions to existing buildings, buildings and spaces which have undergone a **change of use** and shell spaces which have never been occupied will require a certificate of occupancy from the building official before the space is occupied.